

JOB DESCRIPTION:	Admissions Transfer Recruiter		
DEPARTMENT:	Office of Admissions & Recruitment		
REPORT TO:	Associate Director – Recruitment		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	411110	DATE APPROVED:	27-AUG-2020
		DATE MODIFIED:	11-JUN-2025

SUMMARY: This position plays a critical role in promoting the University's mission and values by providing exceptional service to prospective transfer students and assisting with recruitment strategies designed to attract students to the University. The ideal candidate will have excellent communication and interpersonal skills, with the ability to build strong relationships with community college representatives and other stakeholders.

DUTIES:

1. Develop and implement strategies to increase transfer student enrollment and retention rate
2. Build and maintain relationships with community colleges, universities, and other educational institutions to promote articulation agreements and collaborative programs
3. Participate in both statewide and out-of-state college recruitment to promote the University's programs. Distributes resource materials for student recruitment.
4. Provide information about the University to students and arrange campus tours for prospective students and parents.
5. Counsel prospective transfer students regarding academic programs, admission requirements, and financial aid opportunities
6. Collaborate with faculty and staff to develop and implement recruitment and retention initiatives
7. Stay up to date with changes in transfer student recruitment and retention best practices
8. Research and identify leads for academic and professional placements
9. Coordinate with academic and admissions departments to build recruiting schedules
10. Meet with students to provide information and guidance on academic-related issues, such as graduation requirements and exceptions, major exploration, course planning and registration, transfer of credit evaluation/substitution or advanced degree requirements.
11. Responds to inquiries from students and agencies in assigned geographic areas of responsibility.
12. Participates in the development of department goals and objectives. Recommends, implements, and administers policies and procedures to enhance operations.
13. Assists in the development, marketing and implementation of recruitment/enrollment activities.
14. Ensures enrollment goals are achieved regarding application, acceptance and enrolled students.
15. Maintains a current working knowledge of academic and student life activities.
16. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor's degree required. Recruiting or sales experience preferred. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Knowledge of the basic program content and requirements of all degrees offered. Considerable knowledge of college readiness standards and initiatives. Ability to keep complex records; to assemble and organize data of complex nature, and to prepare and submit reports in acceptable formats. Ability to establish and maintain good working relationships. Ability to work independently in remote locations with little to no supervision. Knowledge of safety and security

precautions appropriate to work performed. Must have solid demonstrated knowledge of administrative functions. Must be knowledgeable of University policies. Must be able to maintain a high level of confidentiality. Must be able to handle multiple deadlines and maintain accuracy. Must be sensitive to cultural differences within the University and the community. Fluent in Microsoft Office Applications.

3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office, may travel within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances. Significant travel, including some overnights and weekends, within the territory between early September to November and mid-January to May is required. May be required to work additional hours or days depending on circumstances.
4. **Tier System:** In order to move up the tier system, tenure and meeting expectation rankings on the annual review must be met.
 - a. Job Knowledge – Successfully meet expectation rating on the last Employee Appraisal in the Knowledge of Profession/Professional Development section. Must meet continued growth with certifications/professional development courses/seminars, etc.
 - b. Customer Service – Survey results, emails, internal and external customer service. Successfully met expectations rating on the last Employee Appraisal in the Customer Service section. Must also have a combined average score to meet expectations or higher equivalency on the Admissions Satisfaction Survey.
 - c. Performance – Communication with student population, total students from their population, this will be ranked by the current CRM and internal reports. The increase is based on tenure and meets expectations ranking on the annual review.
 - d. Survey Results/Feedback – positive survey results.
5. **Other requirements:**
 - a. Valid Driver's License required.
 - b. Must pass a Defensive Driving Course within 2-6 months of hire date.

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)